

The Gazette of India



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INDIAN AIRLINES CORPORATION NOTIFICATION

New Delhi, the 6th April 1955

S.R.O. 781.—In exercise of the powers conferred by clauses (b) and (c) of sub-section (2) of section 45 of the Air Corporations Act, 1933, (27 of 1953) the Indian Airlines Corporation, with the previous approval of the Central Government, hereby notifies the following regulations, which have come into force from the 1st January, 1955, namely:—

1. **Short title.**—These Regulations may be called the Indian Airlines Corporation Employees Service Regulations, 1955.

2. The conditions of service, recruitment, promotion, discipline, control and appeal, pay and allowances (including travelling and other allowances), leave and retirement benefits of (a) Flying Crew; (b) Aircraft Engineering and (c) other employees, shall be respectively as in the following rules, namely—

(a) The Indian Airlines Corporation (Flying Crew) Service Rules.

(b) The Indian Airlines Corporation (Aircraft Engineering Department) Service Rules.

(c) The Indian Airlines Corporation (Employees other than Flying Crew and Aircraft Engineering Department) Service Rules.

(a) SERVICE RULES FOR FLYING CREW

CHAPTER I

GENERAL

1. These rules shall be known as the Indian Airlines Corporation (Flying Crew) Service Rules.

2. They are intended to define conditions of service, recruitment, promotion, discipline, control and appeal, pay and allowances (including travelling and other allowances), leave and retirement benefits.

3. These rules shall come into force with effect from the 1st of January, 1955, and shall apply to Flight Stewards, Air Hostesses, Radio Officers, Flight Navigators, Flight Engineer and Pilots (only flying crew) in the whole-time employment of the Indian Airlines Corporation and to those under contract agreement to the extent not otherwise specified in the contract.

4. The Corporation reserve to themselves the right to modify, cancel, or amend all or any of these rules, or any supplementary rules issued in connection with these rules, without previous notice of their intention, and the right to give effect thereto immediately from the time or date of issue.

5. The Corporation reserve to themselves the right of interpreting finally the meaning of these Rules in case of dispute.

CHAPTER II

6. Unless there be something repugnant in the subject or context, the terms defined in this chapter are used in these rules in the sense here explained:—

- (1) *Chairman*.—Chairman of the Corporation.
- (2) *Compensatory allowance*.—Compensatory allowance means an allowance granted to meet expenditure necessitated by the special circumstances in which duty is performed *viz.*, dearness allowance, place allowance, transport allowance, foreign allowance etc;
- (3) *Competent authority*.—In relation to the exercise of any power, the Chairman of the Corporation or any other authority to which the power is delegated by him.
- (4) *Corporation*.—The Indian Airlines Corporation constituted under the Air Corporation Act, 1953, (No. 27 of 1953).
- (5) *Employee*.—A person in the whole-time service of the Corporation.
- (6) *Family*.—Includes the employee's wife (one only), legitimate children and step children wholly dependent upon him.
- (7) *Head of the Department*.—An officer declared as such by the Corporation.
- (8) *Month*.—A month according to the English calendar.
- (9) *Pay*.—Pay means the amount drawn monthly by a Corporation's servant as (i) basic pay in the grade applicable to the post held by him substantively or in an officiating capacity, and (ii) any other emoluments which may be specially classed as pay by the Corporation.
- (10) *Permanent employee*.—A permanent employee is he who has completed a probationary period and who has been confirmed as a regular member of the staff.
- (11) *Salary*.—Salary includes basic pay, special pay and any other allowances, but does not include any compensatory allowance, fixed travelling allowance, conveyance and daily allowances.
- (12) *Temporary employee*.—A Temporary employee is one whose services have been engaged for a limited period or for work of a temporary nature.

CHAPTER III

RECRUITMENT AND APPOINTMENTS

7. The establishment strength including both the number and designation of posts in the various categories and grades shall be determined by the Corporation from time to time. Temporary additions to the number of posts may be made by such officers as may be authorised by the Corporation in this behalf.

8. Appointments to various posts shall be made by promotion or direct recruitment in accordance with such conditions as the Corporation may determine from time to time.

9. Every person appointed to a service or post in the Corporation shall undergo a period of probation for one year which may be extended or relaxed at the discretion of the Chairman.

10. No person shall be appointed to a post without a Medical Certificate from a Medical Officer approved by the Corporation. The Medical Certificate must be annexed to the first salary bill of the person concerned. The form of the certificate is given in Appendix I.

11. An employee of the Corporation is liable to serve or undergo training anywhere in or outside India.

12. Flying crew shall be retained in the service of the Corporation only for so long as they remain medically fit for flying duties.

13. Notwithstanding what has been stated in Rule 3, the services of an employee are terminable at 30 days notice on either side, or pay in lieu.

CHAPTER IV

PROMOTION AND SENIORITY

14. An employee of the Corporation will be eligible for promotion to the higher grade provided he possesses the requisite educational, technical and other qualifications and is considered fit in all respects for the promotion. Promotions will normally be made on the basis of merit.

15. Vacancies of a short duration will not normally be filled. However, when a vacancy is for a duration exceeding one month and the Head of the Department considers it essential to make officiating arrangements, the individual thus appointed to officiate shall be granted either a charge pay not exceeding 20 per cent. of his substantive basic pay or the difference between his present basic pay and the minimum pay of the grade to which he is appointed, whichever is less. Where the individual's substantive pay is equal to, or greater than the minimum of the new grade, his officiating pay in the new grade will be fixed at a stage next above his pay on the date of the appointment.

CHAPTER V

SERVICE RECORDS

16. A service book, by numbers, of all employees of the Corporation, whether in permanent or temporary capacity, shall be maintained for each station. This book is to be maintained in the form prescribed in Appendix II.

17. This book is intended to be a complete authorised official record of an employee from the time he joins service till his discharge or retirement. Every entry in this book shall be signed personally by the officer authorised in this behalf by the Chairman.

18. Confidential rolls shall be maintained for every employee and shall contain entries recorded, at the end of each calendar year, by the employee's immediate superior. The form for such roll shall be prescribed by the Corporation.

CHAPTER VI

PAY AND ALLOWANCES

19. **Pay.**—The scales of pay for various categories of employees shall be as given in Appendix III.

20. **Dearness allowance.**—All employees shall be eligible for the grant of dearness allowance at the rates shown below:—

Basic Pay		Dearness allowance
Ra.		Ra.
	Upto 50/-	20
Exceeding	but not exceeding	
50	70	25
70	90	30
90	112	35
112	140	40
140	166	45
166	192	50
192	230	55
230	270	60
270	320	65
320	400	70
400	480	75
480	575	80
575	675	85
675	775	90
775	875	95
875	..	100

21. Place allowance.—All employees whose Basic Pay ranges between Rs. 50/- and Rs. 200/- p.m. shall, when they are stationed at the undermentioned cities, be eligible for an allowance at the rates indicated below:

	Monthly Rate
	Rs.
Bombay	16
Calcutta	8
Delhi	6

22. Transport.—The Corporation shall provide, free of any charge, transport for conveying flying crew on duty between their residence a fixed rallying point and the airport.

23. Efficiency Bonus.—Pilots and Radio Officers shall be eligible for the grant of an efficiency bonus at the following rates:—

	Rs. per month
Senior Captain	200
Captain	150
Junior Captain	100
Flight Navigators	75
First Officer	75
Sr. Radio Officer	100
Radio Officer	50

The grant of the above bonus is subject to the service being certified at the end of each month, by the competent authority, as satisfactory. When the grant of the this bonus is withheld, the individual shall have the right of appeal.

23A. Navigator's Allowance.—A pilot possessing a second class Navigator's or a Flight Navigator's licence shall be eligible for an allowance at the rate of Rs. 50/- or Rs. 100/- p.m. respectively.

24. Overtime Allowance.—Members of the flying crew shall, when required to fly in excess of 80 hours in a month, be eligible for an allowance at the rates given below:—

	Rs. per hour
Captain and Senior Captain	10
Senior Flight Navigator and Junior Captain	9
Senior Flight Engineer, Junior Flight Navigator and First Officer	7
Junior Flight Engineer	6
Radio Officer	5
Air Hostess	2/8/-
Steward	2

25. Chief Pilot's Allowance.—A Chief Pilot shall be eligible for the grant of an allowance of Rs. 100/- per month.

26. Chief Check Pilot's Allowance.—A Chief Check Pilot shall be eligible for the grant of an allowance of Rs. 100/- per month.

27. Instructor's Allowance.—An instructor shall, in addition to his basic pay, be eligible for an allowance at the rate given below for the period for which he is held against, and actually performs the duties of a sanctioned post of appropriate category.

Chief Pilot Instructor	Rs. 125/- per month.
Pilot Instructor	Rs. 75/- per month.

28. Washing Allowance.—Such employees in Grades 1 to 6 as are supplied with uniforms, shall be eligible for an allowance of Rs. 3/- per mensem, provided the Corporation do not themselves make arrangements for washing their uniforms or having them washed.

29. Foreign Allowance.—The India based personnel when posted to foreign stations shall be eligible for the following allowances:—

Station I	Basic pay not exceeding 2	Foreign allowance per month. 3	
	Rs.	Rs.	
Karachi }	150	100	
Lahore }	300	150	
Dacca }	500	200	
Chittagong }	750	250	
	1,000	300	
Basic pay exceeding	1,250	350	
Rangoon }	150	125	
Kabul }	300	175	
Kandhar }	500	225	
	750	275	
	1,000	325	
Basic Pay exceeding	1,250	375	
		Kathmandu Pokra	Elsewhere
		Rs.	Rs.
Nepal }	150	50	25
	300	75	40
	500	100	55
	750	125	70
	1,000	150	85
Basic Pay exceeding	1,250	175	100
Colombo }	150		100
	300		125
	500		150
	750		175
	1,000		200
Basic pay exceeding	1,250		225

30. Regulations of Pay and Allowances.—The salary of an employee is payable from the date from which he takes charge of the post or service to which he is appointed. If the charge is before 12.0 O'clock, the salary shall be admissible from the same day; if at 12.0 O'clock or thereafter, it shall be payable from the following day.

31. Initial pay on appointment.—A new entrant on first appointment to a post on a time scale of pay shall draw the minimum pay of the scale prescribed for the post unless the Corporation issue special orders regarding the fixation of his initial pay at a higher stage. In cases of promotion, if his substantive pay is equal to, or higher than, the minimum pay of the new time scale of pay, his pay shall be fixed at the stage just above that which he is already drawing. (Example—An employee whose pay is Rs. 230/- in the time scale of Rs. 100-10-250, when promoted to a time scale of Rs. 200-25-400 will have his salary fixed at Rs. 250/- in the new time scale of pay).

32. Increment.—An employee is entitled to draw an increment after completing a year's satisfactory and approved service, unless it is expressly stated by the competent authority that the increment will be withheld for reasons specified in writing. In the event of the restoration of the increment so withheld at a later date, the competent authority shall indicate, in writing, whether the increment should be granted from the date on which it originally fell due or from a subsequent date.

CHAPTER VII

TRAVELLING AND DAILY ALLOWANCES

33. Travelling allowance is given to an employee to cover the out-of-pocket expenses which he actually incurs on travelling on Corporation's duty. It is a fundamental principle that this allowance is not to be a source of profit.

34. Duty Journeys are of two kinds, (a) journeys on temporary duty (tour) and (b) journeys on transfer.

35. The class of rail accommodation to which an employee, when required to travel by rail, is eligible will be as shown below:

	Railway Class
Grades 14 and above	First Class *(Whenever available)
Grades 10, 11, 11A, 12A, 12B and 13A	Second Class
Grades 3, 4, 5, 6 and 7	Inter Class

*If there is no first class, employees whose Basic Pay exceeds Rs. 1500/- will be entitled to travel in air-conditioned compartment whenever available.

36. Temporary Duty (Tour).—Travelling allowance on tour is admissible as under:—

(a) *By Rail.*—Single fare of the class of accommodation to which his grade entitles him.

(b) *By Road.*—Mileage allowance for the distance actually travelled (outside a radius of 5 miles from the place of work) at the appropriate rate (See Rule).

(c) *By Air.*—When an individual is required to travel by air, free passage shall be provided by the Corporation.

(d) *Daily Allowance.*—For the period of absence from his Headquarters station at the rate applicable to his grade (See Rule 41.)

(e) Full daily allowance will be admissible for each day of absence from his headquarters station, part of the day being treated as full day for this purpose.

37. Temporary Transfer.—When an employee is required to work at an out-station and his absence from his Headquarters is not likely to exceed three months, he shall be granted travelling expenses as per Rule 36(a), (b) or (c). In addition, he shall be eligible for daily allowance, at the rates laid down in Rule 41 for the actual period of stay at the outstation, subject to a total period of three months.

38. Permanent Transfer.—An employee on permanent transfer shall travel by air, rail or road as required and shall be eligible for the allowances as indicated below:

(a) *By air.*—Free Air passages for the employee and his family plus the cost of two rail fares of the appropriate class of accommodation.

(b) *By Rail.*—Three rail fares for self and one for wife, of the class of accommodation to which the employee's grade entitles him, from the old to the new station; plus one rail fare, of the class for each dependent child over 12 years old and half for each dependent child whose age is between 3 and 12.

NOTE.—All journeys by rail shall be performed by the Class to which the employee is entitled. In special circumstances he may be allowed to travel by a lower Class at the discretion of the Chairman.

(c) *By Road.*—Two road mileages at the rate applicable to the employee (See Rule 44) for self, plus an additional mileage for two members of his family. If the number of family members exceeds two, the number of additional mileage admissible shall be two only.

(d) *Conveyance of personnel (household) effects.*—Every employee, whether he travels by air, rail or road will be reimbursed the actual expenses incurred on transporting his personal effects from the old to the new station. The amount

of such expenses shall, however, be limited to the cost of carriage, by goods trains, of the personal effects upto the following maxima:—

	If having a family	Not having a family
	(maunds)	(maunds)
Grades 14 and above	60	40
Grades 10, 11, 11A, 12A, 12B and 13A	30	20
Grades 3, 4, 5, 6 and 7	15	12

In addition to the above, an employee shall be reimbursed the cost of transporting by goods train, one motor-car or one motor cycle from the old to the new station.

(e) *Joining Time*.—An employee on permanent transfer from one station to another will be eligible for joining time as indicated below:—

Six days for preparation, but where a journey is performed by rail or road, in addition to the aforesaid 6 days, one day for each 250 miles or fraction thereof.

NOTE (1).—A Sunday does not count as a day for purposes of calculating the time allowed for preparation.

NOTE (2).—A holiday counts as a day for the purposes of the above rules.

(f) *'Settling in' Allowance*.—An employee on permanent transfer from one station to another shall be eligible for a 'settling-in' allowance which will be equal to 30 days daily allowance at the rate applicable to him.

39. For the transportation of personal effects by road, an employee may draw, within the maundage limits prescribed in the preceding rule, mileage allowance at a rate to be determined from time to time.

40. An employee when submitting his claim for travelling allowances shall furnish (i) a certificate to the effect that the journey by rail was performed by the class of rail accommodation for which the claim is made, and (ii) Cash Memo or other vouchers in support of the amount claimed for the carriage of personal (household) effects etc.

41. *Daily Allowance*.—The rates of daily allowance in India for employees of different categories are as under:—

Commander i.e., Senior Captains and Captains	Rs. 16 per diem.
Chief Flight Navigator	Rs. 16 per diem.
Junior Captains and First Officers	Rs. 14 per diem.
Chief Radio Officers } Radio Officers selection grade	Rs. 14 per diem.
Senior Flight Navigator	Rs. 14 per diem.
Flight Navigators	Rs. 14 per diem.
Second Officers	Rs. 10 per diem.
Senior Radio Officers	Rs. 10 per diem.
Radio Officers	Rs. 10 per diem.
Air Hostesses (all)	Rs. 7 per diem.
Stewards (all)	Rs. 5/8 per diem.

42. At Calcutta, Bombay and Delhi the daily allowance shall be 100 per cent. more and at Srinagar, Madras, Bangalore and such other stations as may be notified from time to time it shall be 50 per cent. more than the above rate.

43. Rates of Daily Allowance in countries outside India.—The rates of daily allowance applicable to countries outside India are as given below:—

Name of Countries	Basic Pay exceeding Rs. 750	Basic Pay exceeding Rs. 250 but not exceeding Rs. 750	Basic pay upto Rs. 250
1. European Countries	£ 4	£ 3	£ 2.10 sh.
2. Hongkong	\$60 (HK)	\$ 45 (HK)	\$ 30 (HK)
3. Ceylon	Rs. 35 (ic)	Rs. 30	Rs. 25.
4. Pakistan	Pak. Rs. 30	Pak. Rs. 25.	Pak Rs. 15
5. Nepal.	Rs. 30	Rs. 20	Rs. 10
6. Burma	Rs. 55	Rs. 40	Rs. 25
7. Afghanistan	Rs. 25	Rs. 20	Rs. 15
8. Indonesia	Rupiah 75/-	Rupiah 60/-	Rupiah 40/-
9. Siam	Ticcals 240	Ticcals 200	Ticcals 160

NOTE:—Unless otherwise specified the rates are in Indian Currency.

44. Mileage Allowance for Journeys by Road.—For journeys by road, mileage allowance is admissible at the following rates for each mile travelled:—

	Rate per mile
An employee drawing a basic pay exceeding Rs. 750	o 8 o (As. eight).
An employee drawing a basic pay exceeding Rs. 200 but not exceeding Rs. 750	o 6 o (As. six).
An employee drawing a basic pay up to Rs. 200	o 4 o (As. four).

CHAPTER VIII

LEAVE

45. Casual Leave.—An employee will be eligible for casual leave to the extent of 10 days in a calendar year either for private affairs or on grounds of sickness. This leave shall not to be accumulated nor shall it be combined with any other kind of leave.

46. Privilege Leave.—30 days for every 11 months of service and cumulative up to 90 days on full pay and allowances, i.e. Basic Pay, Efficiency Bonus, Dearness Allowance, Navigators Allowance and Place Allowance, where admissible.

47. Sick Leave.—An employee will be eligible for the grant of 21 days sick leave in a calendar year. This leave will be on full pay and allowances, as defined in Rule 46, and is not cumulative. When sick leave is required for a period exceeding two days at a time, the request for such leave must be supported by a certificate from the Medical officer approved by the Corporation.

48. Accident and Disability Leave.—An employee sustaining an injury caused by an accident arising out of and in the course of his employment, or suffering illness (i) during and in consequence of the due performance of the normal duties assigned to him, or (ii) in the performance of any particular duty which has the effect of increasing his liability to illness beyond the ordinary risk attending to normal duties assigned to him, may, on production of a medical certificate in the prescribed form, be granted leave for such period on full or half pay as the Chairman may decide. The grant of this leave is subject to the condition that the accident or illness is not due to the employee's negligence or default.

49. Study Leave.—May be granted to an employee by the Corporation at its discretion on the merits of each case, on such terms and conditions as it may deem necessary.

50. Quarantine Leave.—An employee may, on a quarantine certificate issued by a medical authority approved by the Chairman, be granted leave of absence from duty for a period not exceeding 30 days.

51. **General conditions regarding all kinds of Leave.**—(i) No kind of leave can be claimed as of right. The authority empowered to grant leave has the discretion to refuse or revoke leave according to the exigencies of the Corporation's business.

(ii) All leave shall be applied for in writing addressed to the appropriate authority within the time prescribed by the relevant rule.

(iii) Sundays or holidays may not be prefixed or affixed to any type of leave except with the prior permission of the appropriate authority. When so allowed they shall not be counted as part of the leave.

(iv) A Sunday or holiday falling between the first and the last days of any leave period shall count as part of the leave.

(v) If leave is refused, postponed, or revoked, the reasons therefor shall be communicated to the employee concerned.

(vi) All leave at the credit of an employee shall lapse on the date of retirement or termination of service. Provided, however, that in cases of privilege leave admissible and applied for, in writing, well ahead of the date of retirement, and refused in writing by the competent authority in the interest of the Corporation, an employee may be granted, from the date of retirement, the amount of privilege leave so refused.

CHAPTER IX

COMPENSATION

52. The Corporation shall pay compensation in the undermentioned circumstances and at the rates indicated below. Such compensation is payable only when the death or an injury is caused by an accident during or as a result of air journey performed as a member of the flying crew in the Corporation's service.

A. Flying Accidents

(i) Death resulting from air journey on duty.

Flying personnel		Rs.
Senior Captain (basic salary exceeding Rs. 1250)		45,000
Captain and Sr. Flight Navigator (basic salary exceeding Rs. 1050)		40,000
Jr. Captain and Flight Navigator (basic salary not exceeding Rs. 1050)		35,000
First Officer and Sr. Flight Engineer (basic salary exceeding Rs. 650)		30,000
First Officer and Flight Engineer (basic salary not exceeding Rs. 650)		25,000
Sr. Radio Officer and probationary Flight Navigator		25,000
Probationary First Officer, Probationary Flight Engineer and Radio Officer		20,000
Air Hostess and Steward		15,000
Probationary Radio Officer, Probationary Air Hostess and Probationary Steward		{ 10,000

(ii) Total permanent disablement —120% of the corresponding death compensation.

(iii) Partial permanent disablement—separate rules will be issued later.

The Corporation shall, at its own expense provide all reasonable medical aid or bear expenses thereof for an injury suffered by an employee in the due performance of his duties and not arising out of his negligence or default.

B. For loss of luggage or personal effects of flying personnel.

The Corporation may indemnify the crew and the Steward or Air Hostess against loss or damage that may be caused, at stopping points, to their personal effects carried with them on their flying duty journeys. The amount of compensation which is payable only if the loss or damage is not due to or attributable to the fault or negligence of the crew Steward/Air Hostess shall not exceed Rs. 250/- per individual.

CHAPTER X

MEDICAL FACILITIES

53. The Corporation shall prescribe from time to time the medical facilities to be afforded to the employees.

CHAPTER XI

FREE AND CONCESSIONAL AIR PASSAGES

54. One free return air passage within India shall be granted annually to every employee of the Corporation subject to spare capacity being available.

55. In addition, an employee shall be granted, subject to spare capacity being available, not more than three concessional return passages within India, per year at 25 per cent. of the scheduled fare.

56. The above passages will be transferable to the employee's wife and/or wholly dependent children.

CHAPTER XII

UNIFORMS

57. The Corporation shall provide uniforms free of charge to such of the employees as may be declared to be entitled by the Corporation from time to time. The scale of the uniforms shall be such as may be determined by the Corporation from time to time.

CHAPTER XIII

DISCIPLINE AND APPEALS

58. The Corporation may from time to time issue standing orders governing the conduct of the employees. A breach of these orders will amount to misconduct.

59. Every employee shall have the right to appeal, within such time and in accordance with such terms as may be prescribed by the Corporation, against an order of punishment or penalty passed against him, to a competent authority except where the order has been passed by the Corporation themselves.

CHAPTER XIV

60. A permanent employee shall contribute towards the Contributory Provident Fund a minimum of 8-1/3 per cent. and a maximum of 18 per cent. of his Basic Pay, plus Efficiency Bonus. The Corporation's contribution to the fund shall, however, be limited to 8-1/3 per cent. of his Basic Pay, plus Efficiency Bonus.

61. The Corporation's contribution to the fund is payable to the employee after five years of approved service. Subject to this and the other rules to be made hereafter in this behalf, all the accumulated balance at the credit of an employee on the day he ceases to be an employee of the Corporation, is payable to him or his nominee or nominees or executors.

APPENDIX I

FORM OF MEDICAL CERTIFICATE

(See Rule 10)

I..... do hereby certify that I have examined Shri..... a candidate for the employment in the..... department of the Indian Airlines Corporation, and cannot discover that he/she has any disease, constitutional affection or bodily infirmity, except..... I do not consider this a disqualification for employment in the Indian Airlines Corporation. Shri.....'s age according to his/her own statement is.....years and, by appearance, about.....years.

(Name with designation of the Medical Officer).

APPENDIX II

(See Rule 16)

Personal Record and Record of Service. Part I—Personal Record.

Name.

Father's Name.

Qualification.

Language.

Date of birth.

Place of birth.

Nationality.

Religion.

Identification marks.

Date of first appointment.

Date of confirmation.

Particulars of appointment.

Part II—Record of Service

Date	Occurrence	Remarks	Signature
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APPENDIX III

Grade salary classification for flying crews.

(See Rule.)

Grade	Pay Scale	Designation
1	2	3
3	70—4—122	FLIGHT STEWARDS.
4	100—6—172	"
5	140—8—220	"
6	190—10—300	"
7	220—12—340	Senior Flight Steward.
10	250—15—370	AIR HOSTESS.
11	320—15—440	Senior Air Hostesses.
11A	320—20—440	RADIO OFFICERS.
12B	440—30—650	Senior Radio Officer ; Flight Engineer.
14	750—50—1050	Selection Grade for Sr. Radio Officer.
12A	400 Fixed.	SECOND OFFICERS.
13A	550—40—750	First Officers/Senior Flight Engineer.
14	750—50—1050	Junior Captains.
		Flight Navigator.
15	1050—50—1250	Captain/Sr. Flight Navigators.
16	1250—60—1550	Senior Captains.

NOTE 1.—A Chief Air Hostess, a Chief Flight Engineer and a Chief Flight Navigator shall be eligible for an additional pay of Rs. 100 p.m.

NOTE 2.—A Chief Radio Officer shall be eligible for an additional pay of Rs. 75 p. m.

(b) SERVICE RULES FOR THE AIRCRAFT ENGINEERING DEPARTMENT**CHAPTER I****GENERAL**

1. These rules shall be known as the Indian Airlines Corporation (Aircraft Engineering Department) Service Rules.

2. They are intended to define conditions of service, recruitment, promotion, discipline, control and appeal, pay and allowances (including travelling and other allowances), leave and retirement benefits.

3. These rules shall come into force with effect from the 1st of January, 1955, and shall apply to all personnel of the Aircraft Engineering Department mentioned in Appendix III, in the whole-time employment of the Indian Airlines Corporation, and to those under contract agreement to the extent not otherwise specified in the contract.

4. The Corporation reserve to themselves the right to modify, cancel, or amend all or any of these rules, or any supplementary rules issued in connection with these rules, without previous notice of their intention and the right to give effect thereto immediately from the time or date of issue.

5. The Corporation reserve to themselves the right of interpreting finally the meaning of these rules in case of dispute.

CHAPTER II

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- (3) *Competent authority*.—In relation to the exercise of any power, the Chairman of the Corporation, or any other authority to which the power is delegated by him.
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9. Every person appointed to a service or post in the Corporation shall undergo a period of probation for one year which may be extended or relaxed at the discretion of the Chairman.

10. No person shall be appointed to a post without a Medical Certificate from a Medical Officer approved by the Corporation. The Medical Certificate must be annexed to the first salary bill of the person concerned. The form of the certificate is given in Appendix I.

11. An employee of the Corporation is liable to serve, or undergo training, anywhere in or outside India.

12. An employee shall retire from the service of the Corporation on attaining the age of 55 years.

13. Notwithstanding what has been stated in Rule 3, the services of an employee are terminable at 30 days notice on either side or pay in lieu.

CHAPTER IV

PROMOTING AND SENIORITY

14. An employee of the Corporation will be eligible for promotion to the higher grade provided he possesses the requisite educational, technical, and other qualifications and is considered fit in all respects for the promotion. Promotions will normally be made on the basis of merit.

15. Vacancies of a short duration will not normally be filled. However, where a vacancy is for a duration exceeding one month and the Head of the Department considers it essential to make officiating arrangements, the individual thus appointed to officiate shall be granted either a charge pay not exceeding 20 per cent. of his substantive basic pay or the difference between his present basic pay and the minimum pay of the grade to which he is appointed, whichever is less. Where the individual's substantive pay is equal to, or greater than the minimum of the new grade, his officiating pay in the new grade will be fixed at a stage next above his pay on the date of the appointment.

CHAPTER V

SERVICE RECORDS

16. A service book, by numbers, of all employees of the Corporation, whether in permanent or temporary capacity, shall be maintained for each station. This book is to be maintained in the form prescribed in Appendix II.

17. This book is intended to be a complete authorised official record of an employee from the time he joins service till his discharge or retirement. Every entry in this book shall be signed personally by the officer authorised in this behalf by the Chairman.

18. Confidential rolls shall be maintained for every employee and shall contain entries recorded, at the end of each calendar year, by the employee's immediate superior. The form for such roll shall be prescribed by the Corporation.

CHAPTER VI

PAY AND ALLOWANCES

19. **Pay.**—The scales of pay for various categories of employees shall be as given in Appendix III.

20. Dearness Allowance.—All employees shall be eligible for the grant of dearness allowance at the rates shown below:—

Basic Pay		Dearness allowance.
Rs. Upto 50/-		Rs. 20
Exceeding	but not exceeding	
50	70	25
70	90	30
90	112	35
112	140	40
140	166	45
166	192	50
192	230	55
230	270	60
270	320	65
320	400	70
400	480	75
480	575	80
575	675	85
675	775	90
775	875	95
875	..	100

21. Place Allowance.—All employees whose Basic pay ranges between Rs. 50/- and Rs. 200/- p.m. shall, when they are stationed at the undermentioned cities, be eligible for an allowance at the rates indicated below:—

	Monthly Rate
Bombay	Rs. 16.
Calcutta	Rs. 8.
Delhi	Rs. 6.

22. Transport (Conveyance) Allowance.—An employee working at an airport may be granted a Transport (Conveyance) Allowance at the rates given below subject to the condition that he resides at a distance exceeding 3 miles from the airport and is not provided with free transport by the Corporation:—

Grades 1 to 6	Rs. 10	per mensem.
Grades 7, 8, and 9	Rs. 25	per mensem.
Grades 10, 11 and 12	Rs. 40	per mensem.
Grades 13 and 14	Rs. 50	per mensem.
Grades 15 and 16	Rs. 75	per mensem.
Grade 17 and above	Rs. 100	per mensem.

23. The payment of this allowance to employees in Grade 10 and above shall be subject to the further conditions that a transport is actually maintained and is certified to be essential for the efficient performance of duty.

24. Allowance for A.M.E. Licences.—Engineering personnel upto Grade 9 shall be entitled to a licence pay of Rs. 30/- per month per category of licence (A, B, C, D or X), provided the endorsement or endorsements cover aircraft, engine or accessories used on Corporation's scheduled services.

NOTE.—An 'X' licence valid only for compensation and adjustment of compasses shall not count as a licence for purposes of this rule.

25. Engineering personnel up to Grade 14 shall be eligible for the grant of an allowance of Rs. 5/- per month for every additional type endorsement in each category over and above one basic category, provided the endorsement or endorsements cover aircraft or engine or accessories used on Corporation's scheduled services.

NOTE.—An 'X' licence valid only for compensation and adjustment of compasses shall not count as a licence for purposes of this rule.

26. Overtime Allowance.—An employee governed by the Factories Act, and others up to Grade 12, shall, when required to work more than 44 hours per week, be eligible for overtime allowance at the rates and on conditions prescribed in the Act.

27. Instructor's Allowance.—An instructor shall, in addition to his basic pay, be eligible for an allowance at Rs. 100/- per month for the period for which he is held against, and actually performs the duties of, a sanctioned post of appropriate category.

28. Washing Allowance.—Such employees in Grades 1 to 6, as are supplied with uniforms, shall be eligible for an allowance of Rs. 3/- per mensem, provided the Corporation do not themselves make arrangements for washing their uniforms or having them washed.

29. Foreign Allowance.—The India based personnel when posted to foreign stations shall be eligible for the following allowances:—

Station	Basic Pay not exceeding	Foreign Allowance per month
(1)	(2)	(3)
	Rs.	Rs.
Karachi	150	100
Lahore	300	150
Dacca	500	200
Chittagong	750	250
	1,000	300
Basic pay exceeding	1,250	350
Rangoon	150	125
Kabul	300	175
Kandhar	500	225
	750	275
	1,000	325
Basic pay exceeding	1,250	375
	Kathamandu Pokra.	Elsewhere
	Rs.	Rs.
Nepal	150	25
	300	40
	500	55
	750	70
	1,000	85
Basic pay exceeding	1,250	100
Colombo	150	100
	300	125
	500	150
	750	175
	1,000	200
Basic pay exceeding	1,250	225

30. Regulations of Pay and Allowances.—The salary of an employee is payable from the date from which he takes charge of the post or service to which he is appointed. If the charge is before 12.0 O'clock, the salary shall be admissible from the same day; if at 12.0 O'clock or thereafter, it shall be payable from the following day.

31. Initial pay on appointment.—A new entrant on first appointment to a post on a time scale or pay shall draw the minimum pay of the scale prescribed for the post, unless the Corporation issue special orders regarding the fixation of his initial pay at a higher stage. In cases of promotion, if his substantive pay is equal to, or higher than, the minimum pay of the new time scale of pay, his pay shall be fixed at the stage just above that which he is already drawing. (Example—An employee whose pay is Rs. 230/- in the time scale of Rs. 100—10—250, when promoted to a time scale of Rs. 200—25—400 will have his salary fixed at Rs. 250/- in the new time scale of pay).

32. **Increment.**—An employee is entitled to draw an increment after completing a year's satisfactory and approved service, unless it is expressly stated by the competent authority that the increment will be withheld for reasons specified in writing. In the event of the restoration of the increment so withheld at a later date, the competent authority shall indicate, in writing, whether the increment should be granted from the date on which it originally fell due or from a subsequent date.

CHAPTER VII

TRAVELLING AND DAILY ALLOWANCES

33. Travelling allowance is given to an employee to cover the out-of-pocket expenses which he actually incurs on travelling on Corporation's duty. It is a fundamental principle that this allowance is not to be a source of profit.

34. Duty Journeys are of two kinds, (a) journeys on temporary duties (tour) and (b) journeys on transfer.

35. The class of rail accommodation to which an employee, when required to travel by rail, is eligible will be as shown below:

	<i>Railway Class</i>
Basic pay exceeding Rs. 750	First Class *(Whenever available.)
Basic pay exceeding Rs. 200 but not exceeding Rs. 750	Second Class.
Basic pay exceeding Rs. 100 but not exceeding Rs. 200	Inter Class.
Basic pay up to Rs. 100	Third Class.

*If there is no first class, an employee drawing a Basic Pay exceeding Rs. 1,500 p.m. will be entitled to travel in airconditioned compartment whenever available.

36. **Temporary Duty (Tour).**—Travelling allowance on tour is admissible as under:—

- (a) *By Rail.*—Single fare of the class of accommodation to which his grade entitles him.
- (b) *By Road.*—Mileage allowance for the distance actually travelled (outside a radius of 5 miles from the place of work) at the appropriate rate (See Rule 43).
- (c) *By Air.*—When an individual is required to travel by air, free passage shall be provided by the Corporation.
- (d) *Daily Allowance.*—For the period of absence from his Headquarters station at the rate applicable to his grade (see Rule 41).
- (e) Full daily allowance will be admissible for each day of absence from his Headquarter's station, part of the day being treated as full day for this purpose.

37. **Temporary transfer.**—When an employee is required to work at an out-station and his absence from his Headquarters is not likely to exceed three months, he shall be granted travelling expenses as per Rule 36 (a), (b) or (c). In addition, he shall be eligible for daily allowance, at the rates laid down in Rule 41, for the actual period of stay at the outstation, subject to a total period of three months.

38. **Permanent transfer.**—An employee on permanent transfer shall travel by air, rail or road as required and shall be eligible for the allowances indicated below:

- (a) *By Air.*—Free Air Passages for the employee and his family plus the cost of two rail fares of the appropriate class of accommodation.
- (b) *By Rail.*—Three rail fares for self, and one for wife, of the class of accommodation to which the employee's grade entitles him, from the old to the new station; plus one rail fare, of the class for each dependent child over 12 years old and half for each dependent child whose age is between 3 and 12.

NOTE.—All journeys by rail shall be performed by the Class to which the employee is entitled. In special circumstances he may be allowed to travel by a lower Class at the discretion of the Chairman.

(c) *By Road*.—Two road mileages at the rate applicable to the employee (See rule 44) for self plus an additional mileage for two members of his family. If the number of family members exceeds two, the number of additional mileage admissible shall be two only.

(d) *Conveyance of personal (household) effects*.—Every employee whether he travels by air, rail or road, will be reimbursed the actual expenses incurred on transporting his personal effects from the old to the new station. The amount of such expenses shall, however, be limited to the cost of carriage, by goods train, of the personal effects upto the following maxima:—

	If having a family. (maunds)	Not having a family. (maunds)
Basic Pay exceeding Rs. 750	60	40
Basic Pay exceeding Rs. 200 but not exceeding Rs. 750	30	20
Basic Pay exceeding Rs. 100 but not exceeding Rs. 200	15	12
Basic Pay up to Rs. 100	10	5

In addition to the above, an employee shall be reimbursed the cost of transporting by goods train, one motor-car or one motor cycle from the old to the new station.

(e) *Joining Time*.—An employee on permanent transfer from one station to another will be eligible for joining time as indicated below:—

Six days for preparation, but where a journey is performed by rail or road, in addition to the aforesaid 6 days, one day for each 250 miles or fraction thereof.

NOTE (1).—A Sunday does not count as a day for purposes of calculating the time allowed for preparation.

NOTE (2).—A holiday counts as a day for the purpose of the above rules.

(f) *'Settling in' Allowance*.—An employee on permanent transfer from one station to another shall be eligible for a 'settling-in' allowance which will be equal to 30 days' daily allowance at the rate applicable to him.

39. For the transportation of personal effects by road, an employee may draw, within the maundage limits prescribed in the preceding rule, mileage allowance at a rate to be determined from time to time.

40. An employee when submitting his claim for travelling allowances shall furnish (i) a certificate to the effect that the journey by rail was performed by the class of rail accommodation for which the claim is made, and (ii) Cash Memo or other vouchers in support of the amount claimed for the carriage of personal (household) effects etc.

41. *Daily Allowance*.—The rates of daily allowance in India for employees in different salary ranges are as under:—

Basic Pay	Rate of Allowance.
Rs.	Rs.
Upto Rs. 100	4 0 0 per diem.
Exceeding Rs.	Not exceeding Rs.
100	400 5 8 0 per diem.
400	600 7 0 0 per diem.
600	800 8 8 0 per diem.
800	1,000 10 0 0 per diem.
1,000	1,500 14 0 0 per diem.
1,500	2,000 16 0 0 per diem.
2,000	.. 20 0 0 per diem.

42. At Calcutta, Bombay and Delhi daily allowance shall be 100 per cent. more and at Srinagar, Madras, Bangalore and such other stations as may be notified from time to time it shall be 50 per cent. more than the above rates.

43. The rates of daily allowance applicable to countries outside India are as given below:—

Names of Countries	Basic Pay exceeding Rs. 750	Basic Pay exceeding Rs. 250 but not exceeding Rs. 750	Basic Pay upto Rs. 250
1. European Countries	£ 4	£ 3	£ 2·10 sh.
2. Hongkong	\$ 60 (HK)	\$ 45 (HK)	\$ 30 (HK)
3. Ceylon	Rs. 35	Rs. 30	Rs. 25.
4. Pakistan	Pak. Rs. 30	Pak. Rs. 25	Pak. Rs. 15
5. Nepal	Rs. 30	Rs. 20	Rs. 10
6. Burma	Rs. 55	Rs. 40	Rs. 25
7. Afghanistan	Rs. 25	Rs. 20	Rs. 15
8. Indonesia	Rupiah 75	Rupiah 60	Rupiah 40
9. Siam	Ticcals 240	Ticcals 200	Ticcals 160

NOTE.—Unless otherwise specified, the rates are in Indian Currency.

44. **Mileage Allowance for Journeys by road.**—For journeys by road, mileage allowance is admissible at the following rates for each mile travelled:—

An employee drawing a Basic Pay exceeding Rs. 750	Rs. A. P. 0 8 0 (Annas eight)
An employee drawing a Basic Pay exceeding Rs. 200 but not exceeding Rs. 750	0 6 0 (Annas six)
An employee drawing a Basic Pay exceeding Rs. 100 but not exceeding Rs. 200	0 4 0 (Annas four)
An employee drawing a Basic Pay up to Rs. 100	0 3 0 (Annas three)

CHAPTER VIII

LEAVE

45. **Casual Leave.**—An employee will be eligible for casual leave to the extent of 10 days in a calendar year either for private affairs or on grounds of sickness. This leave shall not be accumulated nor shall it be combined with any other kind of leave. Normally not more than 3 days casual leave will be granted at a time in two consecutive months.

46. **Privilege Leave.**—30 days for every 11 months of service and cumulative up to 90 days on full pay and allowances i.e., Basic Pay, Dearness Allowance, License Pay, and Place Allowance, where admissible.

47. **Sick Leave.**—An employee will be eligible for 20 days sick leave on half pay for each completed year of service. This leave may be accumulated upto 90 days on half-pay, or be commuted to 45 days on full pay. For purposes of this rule pay shall comprise of Basic Pay, Dearness Allowance, and Place Allowance, where admissible. Sick leave for a period exceeding two days shall be supported by a Medical Certificate by the Medical Officer approved by the Corporation. The grant of full or half pay shall be subject to adjustment of benefits under the National Health Insurance Scheme, where applicable.

48. **Accident and Disability Leave.**—An employee sustaining an injury caused by an accident arising out of and in the course of his employment, or suffering illness (i) during and in consequence of the due performance of the normal duties assigned to him, or (ii) in the performance of any particular duty which has the effect of increasing his liability to illness beyond the

ordinary risk attending to normal duties assigned to him, may, on production of a medical certificate in the prescribed form, be granted leave for such period on full or half pay as the Chairman may decide. The grant of this leave is subject to the condition that the accident or illness is not due to the employee's negligence or default.

49. In the case of an employee who is governed by the Workmen's Compensation Act and/or the National Health Insurance Scheme, the pay and allowances paid to him during such leave shall be subject to adjustment of any compensation or benefit admissible under the aforesaid Act and/or Scheme.

50. **Study Leave.**—May be granted to an employee by the Corporation at its discretion on the merits of each case, on such terms and conditions as it may deem necessary.

51. **Quarantine Leave.**—An employee may, on a quarantine certificate issued by a medical authority approved by the Chairman, be granted leave of absence from duty for a period not exceeding 30 days.

52. **General Conditions regarding all kinds of Leave.**—(i) No kind of leave can be claimed as of right. The authority empowered to grant leave has the discretion to refuse or revoke leave according to the exigencies of the Corporation's business.

(ii) All leave shall be applied for in writing addressed to the appropriate authority within the time prescribed by the relevant rule.

(iii) Sundays or holidays may not be prefixed or affixed to any type of leave except with the prior permission of the appropriate authority. When so allowed they shall not be counted as part of the leave.

(iv) A Sunday or holiday falling between the first and the last days of any leave period shall count as part of the leave.

(v) If leave is refused, postponed, or revoked, the reasons therefor shall be communicated to the employee concerned.

(vi) All leave at the credit of an employee shall lapse on the date of retirement or termination of service. Provided, however that in cases of privilege leave admissible and applied for, in writing, well ahead of the date of retirement, and refused in writing by the competent authority in the interest of the Corporation, an employee may be granted, from the date of retirement, the amount of privilege leave so refused.

CHAPTER IX

COMPENSATION

53. The Corporation shall pay compensation in the undermentioned circumstances and at the rates indicated below. Such compensation is payable only when the death or an injury is caused by an accident during or as a result of air journey performed on duty.

(f) **Death resulting from air journey on duty**

	Rs.	Rs.
Monthly basic salary upto	70	3,500
Exceeding 70 & not exceeding	150	6,000
Exceeding 150 & not exceeding	250	8,000
Exceeding 250 & not exceeding	400	10,000
Exceeding 400 & not exceeding	600	12,000
Exceeding 600 & and not exceeding	800	14,000
Exceeding 800 & not exceeding	1,000	16,000
Exceeding 1,000 & not exceeding	1,500	18,000
Exceeding 1,500 & not exceeding	..	20,000

(ii) Total permanent disablement—120 per cent. of the corresponding death compensation.

(iii) Partial permanent disablement—separate rules will be issued later.

54. Engineer personnel not forming part of the flying crew shall be eligible for such additional insurance as may be decided upon by the Corporation when on test flights and in cases where an aircraft has not been given the Certificate of safety.

55. The Corporation shall, at its own expense provide all reasonable medical aid or bear expenses thereof for an injury suffered by an employee in the due performance of his duties and not arising out of his negligence or default.

CHAPTER X

MEDICAL FACILITIES

56. The Corporation shall prescribe from time to time the medical facilities to be afforded to the employees.

CHAPTER XI

FREE AND CONCESSIONAL AIR PASSAGES

57. One free return air passage within India shall be granted annually to every employee of the Corporation subject to spare capacity being available.

58. In addition an employee shall be granted, subject to spare capacity being available, not more than three concessional return passages within India, per year at 25 per cent. of the scheduled fare.

59. The above passages will be transferable to the employee's wife and/or wholly dependent children.

CHAPTER XII

UNIFORMS

60. The Corporation shall provide uniforms free of charge to such of the employees as may be declared to be entitled by the Corporation from time to time. The scale of the uniforms shall be such as may be determined by the Corporation from time to time.

CHAPTER XIII

DISCIPLINE AND APPEALS

61. The Corporation may from time to time issue standing orders governing the conduct of their employees. A breach of these orders will amount to misconduct.

62. Every employee shall have the right to appeal, within such time and in accordance with such terms as may be prescribed by the Corporation, against an order or punishment or penalty passed against him, to a competent authority except where the order has been passed by the Corporation themselves.

CHAPTER XIV

HOLIDAYS

63. The number of festival holidays allowed in a year to Corporation's employees shall not exceed 15, including the three national holidays namely, Republic Day, Independence Day, and Mahatma Gandhi's Birthday. A list of holidays to be allowed in each case will be published before the beginning of each calendar year.

64. An employee required to work on a Sunday or holiday may be given a substitute day off.

CHAPTER XV

RETIREMENT BENEFITS

65. A permanent employee shall contribute towards the contributory Provident Fund, a minimum of 8-1/3 % and a maximum of 18 % of his Basic Pay and Licence Pay. The Corporation's contribution to the Fund shall, however, be limited to 8-1/3 % of his Basic Pay and Licence Pay.

66. The Corporation's contribution to the fund is payable to the employee after five years of approved service. Subject to this and the other rules to be made hereafter in this behalf, all the accumulated balance to the credit of an employee on the day he ceases to be an employee of the Corporation, is payable to him or his nominee or nominees or, executors.

APPENDIX I

FORM OF MEDICAL CERTIFICATE

(See Rule 10)

I..... do hereby certify that I have examined Shri, a candidate for employment in the department of the Indian Airlines Corporation, and cannot discover that he/she has any disease, constitutional affection, or bodily infirmity, except..... I do not consider this a disqualification for employment in the Indian Airlines Corporation. Shri 's age according to his/her own statement is..... years and, by appearance, about..... years.

(Name with designation of the
Medical Officer).

APPENDIX II

(See Rule 16)

PERSONAL RECORD AND RECORD OF SERVICE

Part I—Personal Record.

Name.
Father's name.
Qualifications.
Language.
Date of Birth.
Place of Birth.
Nationality.
Religion.
Identification marks.
Date of first appointment.
Date of confirmation.
Particulars of appointment.

Part II—Record of Service.

Date	Occurrence	Remarks	Signature
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APPENDIX III

(See Rule 19)

Engineering Department

Grade 1	Pay Scale 2	Designation 3
1	50—2—80.	Cleaner.
2	60—3—90.	Improver.
3	70—4—122.	Mechanic III.
4	100—6—172.	Mechanic II.
5	140—8—220.	Mechanic I.
6	190—10—300.	Master Mechanic. Leading Hand.
7	220—12—340.	Examiner Senior Leading Hand. Aircraft Maintenance Engineer V.
8	260—15—450.	Charge Hand.
9	340—15—550.	Senior Examiner. Foreman.
10	250—15—370.	Aircraft Maintenance Engineer IV. Junior Inspector.
11	320—15—440.	Do.
12	400—15—550.	Do.
13	550—25—750.	Aircraft Maintenance Engineer III. Inspector.
14	750—50—1050.	Aircraft Maintenance Engineer II.
15	1050—50—1250.	Aircraft Maintenance Engineer I. Shift Engineer. Asstt. Superintendent.
16	1250—60—1550.	Chief Inspector. Works Manager. Supdt. Maintenance Overhaul. Chief Inspector.
17	1550—75—1850.	Dy. Chief Engineer.
18	1850—75—2000.	Senior Dy. Chief Engineer.
19	2000—125—2250.	Chief Engineer/Engineering Manager.

(C) SERVICE RULES FOR EMPLOYEES OTHER THAN THE FLYING CREW AND AIRCRAFT ENGINEERING DEPARTMENT**CHAPTER I****GENERAL**

1. These rules shall be known as the Indian Airlines Corporation (Employees other than the Flying Crew and the aircraft Engineering Department) service Rules.

2. They are intended to define conditions of service, recruitment, promotion, discipline, control and appeal, pay and allowance (including travelling and other allowances), leave and retirement benefits.

3. These rules shall come into force with effect from the 1st January, 1955, and shall apply to all personnel mentioned in Appendix III of the undermentioned departments, in the whole-time employment of the Indian Airlines Corporation, and to those under contract agreement to the extent not otherwise specified in the contract.

(i) Traffic.

(ii) Accounts, Audit and Statistics.

(iii) Stores and Supplies.

(iv) Personnel and Miscellaneous Service Administration.

(v) Ground Operations, including Training, and

(vi) Flying Operations Department other than the Flying crew.

4. The Corporation reserve to themselves the right to modify, cancel, or amend all or any of these rules, or any supplementary rules issued in connection with these rules, without previous notice of their intention, and the right to give effect thereto immediately from the time or date of issue.

5. The Corporation reserve to themselves the right of interpreting finally the meaning of these rules in case of dispute.

CHAPTER II

6. Unless there be something repugnant in the subject or context, the terms defined in this chapter are used in these rules in the sense here explained:—

- (1) *Chairman*.—Chairman of the Corporation.
- (2) *Compensatory allowance*.—Compensatory allowance means an allowance granted to meet expenditure necessitated by the special circumstances in which duty is performed viz., dearness allowance, place allowance, transport allowance, foreign allowance etc.;
- (3) *Competent authority*.—In relation to the exercise of any power, the Chairman of the Corporation or any other authority to which the power is delegated by him.
- (4) *Corporation*.—The Indian Airlines Corporation constituted under the Air Corporations Act, 1953, (No. 27 of 1953).
- (5) *Employee*.—A person in the whole-time service of the Corporation.
- (6) *Family*.—Includes the employee's wife (one only), legitimate children and step children and wholly dependent upon him.
- (7) *Head of the Department*.—An officer declared as such by the Corporation.
- (8) *Month*.—A month according to the English calendar.
- (9) *Pay*.—Pay means the amount drawn monthly by a Corporation's servant as (i) basic pay in the grade applicable to the post held by him substantively or in an officiating capacity, and (ii) any other emoluments which may be specially classed as pay by the Corporation.
- (10) *Permanent employee*.—A permanent employee is he who has completed a probationary period and who has been confirmed as a regular member of the staff.
- (11) *Salary*.—Salary includes basic pay, special pay and any other allowances, but does not include any compensatory allowance, fixed travelling allowance, conveyance and daily allowances.
- (12) *Temporary employee*.—A temporary employee is one whose services have been engaged for a limited period or for work of a temporary nature.

CHAPTER III

RECRUITMENT AND APPOINTMENTS

7. The establishment strength including both the number and designation of posts in the various categories and grades shall be determined by the Corporation from time to time. Temporary additions to the number of posts may be made by such officers as may be authorised by the Corporation in this behalf.

8. Appointments to various posts shall be made by promotion or direct recruitment in accordance with such conditions as the Corporation may determine from time to time.

9. Every person appointed to a service or post in the Corporation shall undergo a period of probation for one year which may be extended or relaxed at the discretion of the Chairman.

10. No person shall be appointed to a post without a Medical Certificate from a Medical Officer approved by the Corporation. The Medical Certificate must be annexed to the first salary bill of the person concerned. The form of the certificate is given in Appendix I.

11. An employee of the Corporation is liable to serve or undergo training, anywhere in or outside India.

12. An employee shall retire from the service of the Corporation on attaining the age of 55 years.

13. Notwithstanding what has been stated in Rule 3, the services of an employee are terminable at 30 days notice on either side, or pay in lieu.

CHAPTER IV

PROMOTION AND SENIORITY

14. An employee of the Corporation will be eligible for promotion to the higher grade provided he possesses the requisite educational, technical and other qualifications and is considered fit in all respects for the promotion. Promotions will normally be made on the basis of merit.

15. Vacancies of a short duration will not normally be filled. However, when a vacancy is for a duration exceeding one month and the Head of the Department considers it essential to make officiating arrangements, the individual thus appointed to officiate shall be granted either a charge pay not exceeding 20 per cent of his substantive basic pay or the difference between his present basic pay and the minimum pay of the grade to which he is appointed, whichever is less. Where the individual's substantive pay is equal to, or greater than the minimum of the new grade, his officiating pay in the new grade will be fixed at a stage next above his pay on the date of the appointment.

CHAPTER V

SERVICE RECORDS

16. A service book, by numbers, of all employees of the Corporation, whether in permanent or temporary capacity, shall be maintained for each station. This book is to be maintained in the form prescribed in Appendix II.

17. This book is intended to be a complete authorised official record of an employee from the time he joins service till his discharge or retirement. Every entry in this book shall be signed personally by the officer authorised in this behalf by the Chairman.

18. Confidential rolls shall be maintained for every employee and shall contain entries recorded, at the end of each calendar year, by the employee's immediate superior. The form for such roll shall be prescribed by the Corporation.

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PAY AND ALLOWANCES

19. **Pay.**—The scales of pay for various categories of employees shall be as given in Appendix III.

20. **Dearness Allowance.**—All employees shall be eligible for the grant of dearness allowance at the rate shown below:—

Basic Pay		Dearness Allowance
Rs.		Rs.
Upto 50/-		20
Exceeding	but not exceeding	
50	70	25
70	90	30
90	112	35
112	140	40
140	166	45
166	192	50
192	230	55
230	270	60
270	320	65
320	400	70
400	480	75
480	575	80
575	675	85
675	775	90
775	875	95
875	..	100

21. Place allowance.—All employees whose Basic Pay ranges between Rs. 50/- and Rs. 200/- p.m. shall, when they are stationed at the undermentioned cities, be eligible for an allowance at the rate indicated below:—

	Monthly Rate
	Rs.
Bombay	16
Calcutta	8
Delhi	6

22. Transport (Conveyance) Allowance.—An employee working at an airport may be granted a Transport (Conveyance) Allowance at the rates given below subject to the condition that he resides at a distance exceeding 3 miles from the airport and is not provided with free transport by the Corporation:—

	Rs.
Grades 1 to 6	10 per mensem.
Grades 7, 8 and 9	25 per mensem.
Grades 10, 11 and 12	40 per mensem.
Grades 13 and 14	50 per mensem.
Grades 15 and 16	75 per mensem.
Grades 17 and above	100 per mensem.

23. The payment of this allowance to employees in Grade 10 and above shall be subject to the further conditions that a transport is actually maintained and is certified to be essential for the efficient performance of duty.

24. Overtime Allowance.—An employee governed by the Factories Act shall, when required to work more than 44 hours per week, be eligible for overtime allowance at the rates and on conditions prescribed in that Act.

25. Instructor's Allowance.—An instructor shall, in addition to his basic pay, be eligible for an allowance at Rs. 100/- per month for the period for which he is held against, and actually performs the duties of, a sanctioned post of appropriate category.

26. Washing Allowance.—Such employees in Grades 1 to 6, as are supplied with uniforms, shall be eligible for an allowance of Rs. 3/- per mensem, provided the Corporation do not themselves make arrangements for washing their uniforms, or having them washed.

27. Foreign Allowance.—The India based personnel when posted to foreign stations shall be eligible for the following allowances:—

Station	Basic Pay not exceeding	Foreign allowance per month
(1)	(2)	(3)
	Rs.	Rs.
Karachi	150	100
Lahore	300	150
Dacca	500	200
Chittagong	750	250
	1,000	300
Basic pay exceeding	1,250	350
Rangoon	150	125
Kabul	300	175
Kandhar	500	225
	750	275
	1,000	325
Basic Pay exceeding	1,250	375

I	2	3
		Kathmandu Pokra. Elsewhere.
	Rs.	Rs. Rs.
Nepal	150	50 25
	300	75 40
	500	100 55
	750	125 70
	1,000	150 85
Basic pay exceeding	1,250	175 100
Colombo	150	100
	300	125
	500	150
	750	175
	1,000	200
Basic pay exceeding]	1,250	225

28. **Machine Allowance.**—A computer, Key puncher, or Adrema operator shall be eligible for the grant of an allowance at the rate of Rs. 15/- per month.

29. **Non-Practising Allowance.**—A medical Officer who is a whole-time employee of the Corporation and is not allowed private practice will be eligible for the grant of a non-practising allowance at the rate of 25% of his basic pay.

30. **Regulations of Pay and allowance.**—The salary of an employee is payable from the date from which he takes charge of the post or service to which he is appointed. If the charge is before 12.0 O'Clock, the salary shall be admissible from the same day, if at 12.0 O'Clock or thereafter, it shall be payable from the following day.

31. **Initial pay on appointment.**—A new entrant on first appointment to a post on a time scale of pay shall draw the minimum pay of the scale prescribed for the post, unless the Corporation issue special orders regarding the fixation of his initial pay at a higher stage. In cases of promotion, if his substantive pay is equal to, or higher than, the minimum pay of the new time scale of pay, his pay shall be fixed at the stage just above that which he is already drawing. (Example—An employee whose pay is Rs. 230/- in the time scale of Rs. 100—10—250, when promoted to a time scale of Rs. 200-25-400 will have his salary fixed at Rs. 250/- in the new time scale of pay).

32. **Increment.**—An employee is entitled to draw an increment after completing a year's satisfactory and approved service, unless it is expressly stated by the competent authority that the increment will be withheld for reasons specified in writing. In the event of the restoration of the increment so withheld at a later date, the competent authority shall indicate, in writing whether the increment should be granted from the date on which it originally fell due or from a subsequent date.

CHAPTER VII

TRAVELLING AND DAILY ALLOWANCES

33. Travelling allowance is given to an employee to cover the out-of-pocket expenses which he actually incurs on travelling on Corporation's duty. It is a fundamental principle that this allowance is not to be a source of profit.

34. Duty Journeys are of two kinds, (a) journeys on temporary duty (tour) and (b) journeys on transfer.

35. The class of rail accommodation to which an employee, when required to travel by rail is eligible will be as shown below:—

Rs.	Railway class
Basic pay exceeding Rs. 750	First Class *(Whenever available)
Basic pay exceeding Rs. 200 . but not exceeding Rs. 750	Second class.
Basic pay exceeding Rs. 100 but not exceeding Rs. 200	Inter Class.
Basic pay up to Rs. 100	Third Class.

*If there is no first class, an employee drawing a Basic pay exceeding Rs. 1,500/- p.m. will be entitled to travel in air-conditioned compartment whenever available.

36. Temporary Duty (Tour).—Travelling allowance on tour is admissible as under:—

- (a) *By rail.*—Single fare of the class of accommodation to which his grade entitles him.
- (b) *By Road.*—Mileage allowance for the distance actually travelled (outside a radius of 5 miles from the place of work) at the appropriate rate (See Rule 44).
- (c) *By Air.*—When an individual is required to travel by air, free passage shall be provided by the Corporation.
- (d) *Daily Allowance.*—For the period of absence from his headquarters station at the rate applicable to his grade (See Rule 41).
- (e) Full daily allowance will be admissible for each day of absence from his headquarters station, part of the day being treated as full day for this purpose.

37. Temporary Transfer.—When an employee is required to work at an outstation and his absence from his headquarters is not likely to exceed three months, he shall be granted travelling expenses as per Rule 36 (a), (b) or (c). In addition, he shall be eligible for daily allowance, at the rates laid down in Rule 41, for the actual period of stay at the outstation, subject to a total period of three months.

38. Permanent transfer.—An employee on permanent transfer shall travel by air, rail or road as required and shall be eligible for the allowances as indicated below:—

- (a) *By Air.*—Free air passages for the employee and his family plus the cost of two rail fares of the appropriate class of accommodation.
- (b) *By Rail.*—Three rail fares for self, and one for wife, of the class of accommodation to which the employee's grade entitles him, from the old to the new station; plus one rail fare of the class, for each dependent child over 12 years old and half for each dependent child whose age is between 3 and 12.

NOTE.—All journeys by rail shall be performed by the Class to which the employee is entitled. In special circumstances he may be allowed to travel by a lower class at the discretion of the Chairman.

- (c) *By Road.*—Two road mileages at the rate applicable to the employee (See Rule 44) for self, plus an additional mileage for two members of his family. If the number of family members exceeds two, the number of additional mileage admissible shall be two only.
- (d) *Conveyance of personal (household) effects.*—Every employee whether he travels by air, rail or road will be reimbursed the actual expenses incurred on transporting his personal effects from the old to the new station. The amount of such expenses shall, however, be limited to the cost of carriage, by goods train, of the personal effects upto the following maxima:—

		If having a family	Not having a family
		(maunds)	(maunds)
Basic pay exceeding Rs. 750	.	60	40
Basic pay exceeding 200 but not exceeding 750	.	30	20
Basic pay exceeding 100 but not exceeding 200	.	15	12
Basic pay upto 100	.	10	5

In addition to the above, an employee shall be reimbursed the cost of transporting by goods train, one motor-car or one motor-cycle from the old to the new station.

(e) *Joining Time*.—An employee on permanent transfer from one station to another will be eligible for joining time as indicated below:—

Six days for preparation, but where a journey is performed by rail or road, in addition to the aforesaid 6 days, one day for each 250 miles or fraction thereof.

NOTE (1).—A Sunday does not count as a day for purposes of calculating the time allowed for preparation.

NOTE (2).—A holiday counts as a day for the purposes of the above rules.

(f) *'Settling in' Allowance*.—An employee on permanent transfer from one station to another shall be eligible for a 'settling-in' allowance which will be equal to 30 days daily allowance at the rate applicable to him.

39. For the transportation of personal effects by road, an employee may draw, within the maundage limits prescribed in the preceding rule, mileage allowance at a rate to be determined from time to time.

40. An employee when submitting his claim for travelling allowance shall furnish (i) a certificate to the effect that the journey by rail was performed by the class of rail accommodation for which the claim is made, and (ii) Cash Memo or other vouchers in support of the amount claimed for the carriage of personal (household) effects etc.

41. *Daily Allowance*.—The rates of daily allowance in India for employees in different salary ranges are as under:—

Basic Pay		Rate of allowance	
Rs.		Rs.	
Upto Rs. 100		4 0 0	per diem.
Exceeding Rs.	Not exceeding		
	Rs.		
100	400	5 8 0	per diem.
400	600	7 0 0	per diem.
600	800	8 8 0	per diem.
800	1,000	10 0 0	per diem.
1,000	1,500	14 0 0	per diem.
1,500	2,000	16 0 0	per diem.
2,000		20 0 0	per diem.

42. At Calcutta, Bombay and Delhi the daily allowance shall be 100% more and at Srinagar, Madras, Bangalore and such other stations as may be notified from time to time, it shall be 50% more than the above rates.

43. *Rates of Daily Allowance in countries outside India*.—The rates of daily allowance applicable to countries outside India are as given below:—

Names of Countries	Basic Pay exceeding Rs. 750	Basic pay exceeding Rs. 250 but not exceed- ing Rs. 750	Basic pay upto Rs. 250
1 European Countries	£ 4	£ 3	£ 2 10 sh.
2 Hongkong	\$ 60 (HK)	\$ 45 (HK)	\$ 30 (HK)
3 Ceylon	Rs. 35	Rs. 30	Rs. 25
4 Pakistan	Pak. Rs. 30	Pak. Rs. 25	Pak. Rs. 15
5 Nepal	Rs. 30	Rs. 20	Rs. 10
6 Burma	Rs. 55	Rs. 40	Rs. 25
7 Afghanistan	Rs. 25	Rs. 20	Rs. 15
8 Indonesia	Rupiah 75	Rupiah 60	Rupiah 40
9 Siam	Ticcols 240	Ticcols 200	Ticcols 160

NOTE.—Unless otherwise specified, the rates are in Indian currency.

44. Mileage Allowance for Journeys by Road.—For journeys by road, mileage allowance is admissible at the following rates for each mile travelled:—

	Rate per mile Rs. A. P.
An employee drawing a basic pay exceeding Rs. 750	o 8 o (Annas eight)
An employee drawing a basic pay exceeding Rs. 200 but not exceeding Rs. 750	o 6 o (Annas six)
An employee drawing a basic pay exceeding Rs. 100 but not exceeding Rs. 200	o 4 o (Annas four)
An employee drawing a basic pay upto Rs. 100	o 3 o (Annas three)

CHAPTER VIII

LEAVE

45. Casual Leave.—An employee will be eligible for casual leave to the extent of 10 days in a calendar year either for private affairs or on grounds of sickness. This leave shall not be accumulated nor shall it be combined with any other kind of leave. Normally not more than 3 days' casual leave will be granted at a time in two consecutive months.

46. Privilege Leave.—30 days for every 11 months of service and cumulative up to 90 days on full pay and allowances, i.e. Basic Pay, Dearness Allowance and Place Allowance where admissible.

47. Sick Leave.—An employee will be eligible for 20 days sick leave on half-pay for each completed year of service. This leave may be accumulated up to 90 days on half pay or be commuted to 45 days on full pay. For purposes of this rule, pay shall comprise of Basic Pay, Dearness Allowance and Place Allowance, where admissible. Sick leave for a period exceeding two days shall be supported by a medical certificate by the Medical Officer approved by the Corporation. The grant of full or half pay shall be subject to adjustment of benefits under the National Health Insurance Scheme, where applicable.

48. Accident and Disability Leave.—An employee sustaining an injury caused by an accident arising out of and in the course of his employment, or suffering illness (i) during and in consequence of the due performance of the normal duties assigned to him, or (ii) in the performance of any particular duty which has the effect of increasing his liability to illness beyond the ordinary risk attending to normal duties assigned to him, may, on production of a medical certificate in the prescribed form, be granted leave for such period on full or half pay as the Chairman may decide. The grant of this leave is subject to the condition that the accident or illness is not due to the employee's negligence or default.

49. In the case of an employee who is governed by the Workmen's Compensation Act and/or the National Health Insurance Scheme, the pay and allowances paid to him during such leave shall be subject to adjustment of any compensation or benefit admissible under the aforesaid Act and/or Scheme.

50. Study Leave.—May be granted to an employee by the Corporation at its discretion on the merits of each case, on such terms and conditions as it may deem necessary.

51. Quarantine Leave.—An employee may, on a quarantine certificate issued by a medical authority approved by the Chairman, be granted leave of absence from duty for a period not exceeding 30 days.

52. Maternity Leave.—A competent authority may grant to a female employee maternity leave on full pay for a period which may extend upto the end of three months from the date of its commencement or to the end of six weeks from the date of confinement, whichever is earlier.

53. General Conditions Regarding All Kinds of Leave.—(i) No kind of leave can be claimed as of right. The authority empowered to grant leave has the discretion to refuse or revoke leave according to the exigencies of the Corporation's business.

(ii) All leave shall be applied for in writing addressed to the appropriate authority within the time prescribed by the relevant rule.

(iii) Sundays or holidays may not be prefixed or affixed to any type of leave except with the prior permission of the appropriate authority. When so allowed they shall not be counted as part of the leave.

(iv) A Sunday or holiday falling between the first and the last days of any leave period shall count as part of the leave.

(v) If leave is refused, postponed, or revoked, the reasons therefor shall be communicated to the employee concerned.

(vi) All leave at the credit of an employee shall lapse on the date of retirement or termination of service. Provided, however, that in case of privilege leave admissible and applied for, in writing, well ahead of the date of retirement, and refused in writing by the competent authority in the interest of the Corporation, an employee may be granted, from the date of retirement, the amount of privilege leave so refused.

CHAPTER IX

COMPENSATION

54. The Corporation shall pay compensation in the under-mentioned circumstances and at the rates indicated below. Such compensation is payable only when the death or an injury is caused by an accident during or as a result of, air journey performed on duty:

(i) *Death resulting from air journey on duty:*

Monthly basic salary up to Rs. 70	3,500
Exceeding 70 & not exceeding 150	6,000
Exceeding 150 & not exceeding 250	8,000
Exceeding 250 & not exceeding 400	10,000
Exceeding 400 & not exceeding 600	12,000
Exceeding 600 & not exceeding 800	14,000
Exceeding 800 & not exceeding 1,000	16,000
Exceeding 1,000 & not exceeding 1,500	18,000
Exceeding 1,500	20,000

(ii) Total permanent disablement—120 per cent. of the corresponding death compensation.

(iii) Partial permanent disablement—separate rules will be issued later.

55. The Corporation shall, at its own expense provide all reasonable medical aid or bear expenses thereof for an injury suffered by an employee in the due performance of his duties and not arising out of his negligence or default.

CHAPTER X

MEDICAL FACILITIES

56. The Corporation shall prescribe from time to time the medical facilities to be afforded to the employees.

CHAPTER XI

FREE AND CONCESSIONAL AIR PASSAGES

57. One free return air passage within India shall be granted annually to every employee of the Corporation subject to spare capacity being available.

58. In addition, an employee shall be granted, subject to spare capacity being available, not more than three concessional return passages within India, per year at 25 per cent of the scheduled fare.

59. The above passages will be transferable to the employee's wife and/or wholly dependent children.

CHAPTER XII

UNIFORMS

60. The Corporation shall provide uniforms, free of charge, to such of the employees as may be declared to be entitled by the Corporation from time to time. The scale of the uniforms shall be such as may be determined by the Corporation from time to time.

CHAPTER XIII

DISCIPLINE AND APPEALS

61. The Corporation may from time to time issue standing orders governing the conduct of their employees. A breach of these orders will amount to misconduct.

62. Every employee shall have the right to appeal, within such time and in accordance with such terms as may be prescribed by the Corporation, against an order or punishment or penalty passed against him, to a competent authority except where the order has been passed by the Corporation themselves.

CHAPTER XIV

HOLIDAYS

63. The number of festival holidays allowed in a year to Corporation's employees shall not exceed 15, including the three national holidays namely, Republic Day, Independence Day, and Mahatma Gandhi's Birthday. A list of holidays to be allowed in each base will be published before the beginning of each calendar year.

64. An employee required to work on a Sunday or holiday may be given a substitute day off.

CHAPTER XV

RETIREMENT BENEFITS

A permanent employee shall contribute towards the Contributory Provident Fund a minimum of 8-1/3%, and a maximum of 18% of his Basic Pay. The Corporation's Contribution to the Fund shall, however, be limited to 8-1/3 per cent. of his Basic Pay.

The Corporation's contribution to the fund is payable to the employee after five years of approved service. Subject to this and the other rules to be made hereafter in this behalf, all the accumulated balance to the credit of an employee on the day he ceases to be an employee of the Corporation, is payable to him or his nominee or nominees or, executors.

APPENDIX I

(See rule 10)

FORM OF MEDICAL CERTIFICATE

I.....do hereby certify that I have examined Shri.....a candidate for employment in thedepartment of the Indian Airlines Corporation, and cannot discover that he/she has any disease, constitutional affection, or bodily infirmity, except.....I do not consider this a disqualification for employment in the Indian Airlines Corporation. Shri.....'s age according to his/her own statement is..... years and, by appearance, about..... years.

(Name with designation
of the Medical Officer).

APPENDIX II

(See rule 16)

PERSONAL RECORD AND RECORD OF SERVICE.

Part I—Personal Record.

Name.
Father's name.
Qualifications.
Language.
Date of birth.
Place of Birth.
Nationality.
Religion.
Identification Marks.
Date of first appointment.
Date of confirmation.
Particulars of appointment.

Part II.—Record of Service.

Date	Occurrence	Remarks	Singature
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APPENDIX III

(See Rule 19)

Grade 1	Pay Scale 2	Designation 3
(i) <i>Traffic Department</i>		
1	50—2—80	Porter.
2	60—3—90	Head Porter Trainee/ Clerical/ Traffic.
3	70—4—122	Traffic Clerk.
4	100—6—172	Sr. Traffic Clerk.
5	140—8—220	Traffic Assistant.
6	190—10—300	Sr. Traffic Assistant.
7	220—12—340	Chief Traffic Assistant.
9	340—15—550	Sr. Chief Traffic Assistant.
10	250—15—370	Traffic Officer.
11	320—15—440	Traffic Officer.
12	400—15—550	Do.
13	550—25—750	Sr. Traffic Officer.
14	750—50—1,050	Asstt. Traffic Manager ; Traffic Superintendent ; Station Manager.
15	1,050—50—1,250	Dy. Traffic Manager. Sr. Traffic Supdt. Sr. Station Manager.
16	1,250—60—1,550	Sr. Dy. Traffic Manager.
17	1,550—75—1,850	Traffic Manager.
18	1,850—75—2,000	Sr. Traffic Manager.
19	2,000—125—2,250	Chief Traffic Manager.
(ii) <i>Accounts, Audit and Statistics Department</i>		
3	70—4—122	Accounts Clerk Cash Clerk.
4	100—6—172	Sr. Accounts Clerk. Sr. Cash Clerk.
5	140—8—220	Accounts Asstt. Audit Asstt. Statistics Asstt. Cashier.
6	190—10—300	Sr. Accounts Asstt. Sr. Audit Asstt. Sr. Statistics Asstt. Sr. Cashier.
7	220—12—340	Accounts Supdt. Audit Supdt. Chief Cashier.
9	340—15—550	Sr. Accounts Supdt. Sr. Audit Supdt.
10	250—15—370	Accountant, Auditor, Statistician. Cost Accountant.
11	320—15—440	Do.
12	400—15—550	Do.
13	550—25—750	Sr. Accountant. Sr. Auditor. Sr. Statistician. Sr. Cost Accountant.
14	750—50—1,050	Accounts Officer. Audit Officer. Statistics Officer. Cost Accounts Officer.
15	1,050—50—1,250	Chief Accounts Officer. Sr. Audit Officer. Sr. Statistics Officer. Sr. Cost Accounts Officer.
16	1,250—60—1,550	Sr. Chief Accounts Officer. Chief Audit Officer. Chief Statistics Officer. Chief Cost Accounts Officers.
17	1,550—75—1,850	Dy. Controller of Accounts.
18	1,850—75—2,000	Sr. Controller of Accounts.

Grade	Pay Scale	Designation
1	2	3
(iii) <i>Stores, and Supplies Department</i>		
1	50—2—80	. Cleaner.
2	60—3—90	. Improver.
3	70—4—122	. Purchase/Supplies Clerk. Store holder.
4	100—6—172	. Sr. Purchase/Supplies Clerk. Sr. Store holder.
5	140—8—220	. Purchase/Supplies Asstt. Store Keeper.
6	190—10—300	. Sr. Purchase/Supplies Asstt. Sr. Store Keeper.
7	220—12—340	. Purchase/Stores/Supplies Supdt.
9	340—15—550	. Sr. Purchase/Stores/Supplies Supdt.
10	250—15—370	. Purchase/Stores/Supplies Officer.
11	320—15—440	. Do.
12	400—15—550	. Do.
13	550—25—750	. Sr. Purchase/Stores/Supplies Officer.
15	1,050—50—1,250	. Asstt. Controller of Purchase Stores/Supplies. }
16	1,250—60—1,550	. Dy. Controller of Purchase Stores/Supplies.
17	1,550—75—1,850	. Controller of Purchase/Stores/Supplies.
(iv) <i>Personnel and Miscellaneous Services Administration Department</i>		
1	50—2—80	. Sweeper. Washerman. Gardener. Peon. Durwan. Chowkidar. Guard. Bearer. Cook.
2	60—3—90	Head of any one in grade I, Jamadar, Sr. Cook. Daftri. Duplicator. Operator. Routine Clerk. Trainee Clerk Typist (Trainee). Clerk.
3	70—4—122	Catering Clerk. Typist. Typist-cum-Clerk. Compounder. Dresser-cum-Compounder. Telephone Operator. Driver. Driver-cum-Mechanic.
4	100—6—172	Senior Driver. Senior Clerks Senior Typists. Senior Compounders. Senior Telephone Operator Senior Catering Clerk. Head Driver.
5	140—8—220	Office Assistant. Catering Assistant. Library Assistant. Record Assistant. Security Assistant. Medical Assistant. Transport Assistant. Technical Assistant. Stenographers. Receptionist. Chief Telephone Operators.

Grade 1	Pay Scale 2	Designation 3
6	190—10—300	<ul style="list-style-type: none"> Senior Office Assistant. Senior Library Assistant. Senior Record Assistant. Senior Transport Assistant. Senior Technical Assistant. Senior Stenographers. Senior Security Assistant. Senior Medical Assistant. Senior Catering Assistant. Personnel Assistant.
7	220—12—340	<ul style="list-style-type: none"> Office Superintendent. Chief Catering Assistant. Librarian. Private Secretary. Confidential Stenographers. Security Superintendent. Garden Superintendent. Transport Superintendent.
9	340—15—550	<ul style="list-style-type: none"> Senior Office Superintendent. Sr. Chief Catering Assistant. Sr. Private Secretary. Sr. Librarian. Sr. Garden Superintendent. Sr. Security Superintendent. Sr. Transport Superintendent.
10	250—15—370	<ul style="list-style-type: none"> Personnel Officer. Transport Officer. Security Officer. Medical Officer.
11	320—15—440	Medical Officer.
12	400—15—550	Do.
13	550—25—750	<ul style="list-style-type: none"> Senior Personnel Officer. Senior Medical Officer. Senior Transport Officer. Chief Security Officer. Public Relations and Publicity Officer.
14	750—50—1,050	Assistant Personnel Manager.
15	1,050—50—1,250	Assistant Secretary, Chief Publicity Officer.
16	1,250—60—1,550	Personnel Manager, Chief Medical Officer.
17	1,550—75—1,850	
(v) <i>Ground Operations Department including Training</i>		
2	60—3—90	Trainee (Operations Clerk).
3	70—4—122	Operations Clerk.
4	100—6—172	Sr. Operations Clerk.
5	140—8—220	Operations Assistant.
6	190—10—300	Senior Operations Assistant.
7	220—12—340	Chief Operations Assistant.
9	340—15—550	Sr. Chief Operations Assistant.
10	250—15—370	Flight Operations Officer/Link Instructor/Ground Instructor.
11	320—15—440	Do.
12	400—15—550	Do.
13	550—25—750	<ul style="list-style-type: none"> Sr. Flight Operations Officer. Sr. Link Instructor. Sr. Ground Instructor— Navigator. Instructor.
14	750—50—1,050	Chief Flight Operations Officer/Chief Ground Instructor Officer.
15	1,050—50—1,250	Sr. Chief Flight Operations Officer.

Grade 1	Pay Scale 2	Designation 3
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(vi) Flying Operations (Other than crew)

15	1,050—50—1,250	. Assistant Operations Manager.
16	1,250—60—1,550	. Sr. Asstt. Operations Manager.
17	1,550—75—1,850	. Deputy Operations Manager.]
18	1,850—75—2,000	. Operations Manager.]
19	2,000—125—2,250	. Chief Operations Manager.

[No. G-XV/23.]

[SADASHIVA PRASAD,
Secretary.

